#### **Extensions of Time**

#### I. PURPOSE

The Division's rules contain a number of time limits for providers. Because it is not always possible to meet these deadlines, the rules also contain provisions to permit the extension of time limits, at V.P.N.M.I.R. §§1.10(c) and 3.3(c).

Generally, requests for extensions of time must be filed at the Division on the prescribed form before the due date. However, for extensions of time to file funding applications, the request form must be filed at least 15 days before the report is due. Requests for extensions of time will not be received or granted by telephone.

As a general rule, if a reason is given, initial requests for extensions of time will be liberally granted, as a matter of course, to the date requested by the provider. The Division does reserve the right to limit the extension to a reasonable period. **Providers should be warned, however, that subsequent requests for extensions of the same time limit will be regarded with disfavor and scrutinized very closely.** 

#### II. INSTRUCTIONS

### Request for Extension of Time Form 96-2.3F

This form should be used for all requests including extensions of time to file funding applications pursuant to V.P.N.M.I.R. §3.3(c).

In completing the form the provider should clearly state the matter for which an extension of time is requested (for instance, "Request for Reconsideration of Funding application of Happy Street PNMI for the period 7/1/96 - 6/30/97") and the action for which the time limit is imposed (for instance, "file the Request for Reconsideration - Supporting Information by 4/29/96").

Providers should note the provisions of V.P.N.M.I.R. §3.3(c)(2) which clearly state that *good cause* for a failure to make a timely filing does not include:

# **Extensions of Time** (cont.)

(1) ignorance of the rule requiring the filing of funding applications on a schedule prescribed by the Director of the Division, (2) inconvenience, or (3) a funding application preparer engaged in other work.

The Division will complete the bottom section of the form, indicating the action taken and return a photocopy of the form to the provider's authorized representative.

Effective: January 31, 1996 <u>s/ Ruth Rivers</u>

Ruth Rivers Director

## Agency of Human Services Division of Rate Setting

103 South Main Street Waterbury, Vermont 05671-2201

# **Request for Extension of Time**

IMPORTANT: In general this request must be filed (received) at the Division of Rate Setting prior to the due date for which the extension of time is requested, but for extensions of time to file funding applications, this form must be filed at least 15 days prior to the due date.

Provider's Name:		The provider is required to take the following action:
Matter (See instructions):		
		,by (due date)
Pursuant to V.P.N.M.I.R. §1.10(c) or §3.3 I hereby request an extension of time to (date), for the following reasons. (The Division will grant extensions for good cause only.)		
You may use additional sheets, if necessary. Are additional sheets attached? G No. G Yes. If yes, how many?		
I am the representative of the above referenced provider for this matter, pursuant to a Notice of Representation, dated and filed with the Division. I understand that all correspondence on this matter will be sent to me.		Name and Address of Representative:
Signature:		
Date:		
		Telephone No.:
For Division of Rate Setting use only.		
Request filed on:  G Extension granted to		nted to date requested by provider's representative. nted to date determined by the Division.
	New due date	
	G Request denied for the following reason:	
	Signed: Date:	
cc: Provider's l		Representative on